COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This instruction outlines the policy for conducting unit self-inspections and establishes self-inspection requirements for all 305 AMW units. It delineates responsibilities at each level of command and specifies procedures for developing and updating checklists. It also provides frequency of inspections and method of processing self-inspection observations.

SUMMARY OF REVISIONS

This instruction update changes the title of 305 AMW/IGI from "Wing Inspections" to "Wing Readiness". It also updates the reference from "Operational Readiness Inspection (ORI)" to "Expeditionary Operational Readiness Inspection (EORI)" to comply with current terminology. **A bar (|) indicates a change since the last edition.**

1. Philosophy.

1.1. Well-developed checklists and continuing self-inspection programs are valuable management tools, which serve to maintain an internal quality control check on the unit's effectiveness. The wing commander has determined the Unit Self-Inspection Program will be used to track EORI, LORI, ERI, USAV, NSI, SII, MOBEX, and Crosstell observations. The 305 AMW self-inspection program has four main goals, which all working levels should meet:

1.1.1. Develop quality consciousness among personnel.

1.1.2. Provide early detection of deviations from established procedures.

1.1.3. Determine adequacy and effectiveness of internal control.

1.1.4. Identify weaknesses and problems for management action.

2. Terms Explained.

2.1. Checklist. A self-inspection guide used as a management tool. It is developed from appropriate items in section **3.3.1.** and other applicable sources. Unit self-inspection monitors should use the guide to ensure the work center is performing to standards.

2.2. Self-Inspection Program Management Levels.

2.2.1. The Vice Commander is the highest management level in the self-inspection program. The Chief, Wing Readiness, (305 AMW/IGI) is the overall manager of the USIP for the Vice Commander. Individual units will provide an updated briefing during Wing Commander visits or when directed.

2.2.2. The 305 AMW Group Commanders comprise an intermediate program management level. The principle function of this level is to monitor subordinate self-inspection programs and elevate major unit discrepancies to the Wing Readiness office. Unit level is responsible for implementing the self-inspection program and will assign a self-inspection monitor.

2.2.3. Work center level is the lowest level of management requiring checklists, for example: section, branch, etc. (as determined by the unit commander).

2.3. The USIP monitor, appointed by the unit commander, ensures self-inspection matters are highly visible to the unit commander and discrepancies found are worked to closure.

3. Responsibilities.

3.1. For the Vice Commander, the Chief, Wing Readiness (305 AMW/IGI) is responsible for and monitors the self-inspection program, conducts annual staff assistance visits or inspections of unit's self-inspection program, and help ensure units correct discrepancies discovered through inspections, crosstell, or SIIs.

3.2. Group/Unit Commanders and Chiefs of Staff Agencies will:

3.2.1. Review self-inspection programs in their unit.

3.2.2. Assign a knowledgeable, capable, and responsible individual as their USIP Monitor.

3.2.2.1. Each group will assign, in writing, a group USIP monitor. Forward the appointment letter to 305 AMW/IGI with a copy filed with the group commander. Submit updated letters as necessary.

3.2.2.2. Each squadron will assign squadron USIP monitors, who will be responsible to the group USIP monitor for program management. An appointment letter for each squadron USIP monitor must be kept on file with the group USIP monitor and with the squadron commander.

3.2.3. Forward major unit observations which call for specific command attention to 305 AMW/CV, when necessary.

3.2.4. Brief the Wing Commander as an item of interest on the status of the self-inspection program items during visits to their unit.

3.3. USIP Monitor will:

3.3.1. Maintain self-inspection material applicable to their unit IAW **Attachment 2**. This material should include, but is not limited to:

3.3.1.1. AFI 90-201, MAFBI 90-201, and MAFBI 90-202.

3.3.1.2. HQ USAF and AMC inspection guides and TIG Brief inspection guide extracts.

3.3.1.3. Quarterly listing of current AMC, TIG, and Wing SIIs, and those SIIs applicable to the unit.

3.3.1.4. Crosstell observations from other AMC units.

3.3.1.5. Observations from the most recent higher headquarters inspections.

3.3.1.6. Wing Staff Assistance Visit reports.

3.3.1.7. Observations from self-inspections.

3.3.1.8. All related audits with responses and corrective actions.

3.3.2. Conduct annual and no-notice inspections of unit work centers. These inspections can be conducted in conjunction with local exercises and outbriefed concurrently.

3.3.3. Distribute appropriate self-inspection material to work centers.

3.3.4. Report major observations to the next higher echelon of supervision; maintain a complete list of discrepancies and status of unit inspections.

3.3.5. Request and assign, whenever possible, impartial qualified personnel to help conduct inspections.

3.3.6. Review open observations regularly and change the status as required.

3.3.7. Brief their unit commander/supervisor at least semiannually. This should include, as a minimum:

3.3.7.1. USIP observation trends.

3.3.7.2. A list of observations from the most recent AMC IG visit (EORI, ERI, LORI, NSI, etc.) applicable to the unit, open or closed.

3.3.7.3. Unit preparation plan for EORI, ERI, LORI, USAF, NSI, or other major inspections.

3.4. Work Centers will:

3.4.1. Maintain the following for review by the unit commander/supervisor of the USIP monitor:

3.4.1.1. An up-to-date self-inspection checklist.

3.4.1.2. Open self-inspection observations, to include date of discovery, status of corrective action, and estimated completion date.

3.4.1.3. Work center EORI/USAF/NSI reports.

3.4.1.4. Other EORI/USAF/NSI observations and applicable items, plus any other items deemed appropriate by the organizational USIP monitor.

3.4.2. Initiate required corrective action following each self-inspection and revise report completion date to the USIP monitor.

3.4.3. Conduct follow-up inspections of areas the work center considers necessary or as directed by the unit commander.

3.4.4. Record results of self-inspection on AF Form 2519, **All Purpose Checklist**, or other applicable form and forward a copy of each inspection to the unit commander.

RICHARD A. MENTEMEYER,   Brig Gen, USAF
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Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 90-201, *Inspector General Activities*

MAFBI 90-201, *Higher Headquarters Inspection Report Procedures*

MAFBI 90-202, *Unit Self-Inspection Program (USIP) Policies and Procedures*

Abbreviations and Acronyms

AMC—Air Mobility Command

AMW—Air Mobility Wing

EORI—Expeditionary Operational Readiness Inspection

ERI—En-Route Readiness Inspection

LORI—Limited Operational Readiness Inspection

MOBEX—Mobility Exercise

NSI —Nuclear Surety Inspection

SII—Special Interest Items

TIG—The Inspector General

USAV—Unit Self Assessment Validation

USIP—Unit Self Inspection Program

Attachment 2

USIP FILE RETENTION GUIDE

A2.1. SPECIAL INTEREST ITEMS: Purge after one year, or when no longer needed (at termination of inspection period), whichever is later.

A2.2. CROSSTELL: Purge six months after own comparable inspection report or when no longer needed, whichever is sooner.

A2.3. LOCAL WING INSPECTION: Purge one year after completion of next comparable inspection or when no longer needed, whichever is sooner (305 AMW/IGI guidance: maintain until next comparable exercise/inspection as a minimum).

A2.4. HIGHER HEADQUARTERS INSPECTIONS (EORI, NSI, USAV, etc.): Purge one year after corrective action has been taken or after next inspection, whichever is later.

A2.5. AUDIT REPORTS: Purge after two years, provided corrective actions are completed.